



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 23, 2018

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## Minutes – Approve 11/27/18 Act #18-24

### 1.0 CONVENE REGULAR EXECUTIVE BOARD CLOSED SESSION MEETING (1:30)

1.1 Meeting called to order by Chair Linda McNary at 1:47 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	Absent	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Flint Fertig, Proxy/Prog. Asst.	Present
Ron Letourneau, Representative	Present	Jessica Michel, Secretary	Present
Calvin McKendrick, Representative	Present	Rick Crosby, Proxy	Absent
Linda McNary, Representative	Present	Rebecca Summers, Proxy	Absent
Kevin Morris, Representative	Present	Saida Valdez, Proxy	Absent
		Debbie Wong, Proxy	Absent

## 2.0 ORDER OF BUSINESS

Representative discussion/presentation of agenda items which could be moved up on the agenda.

None at this time.

- 2.1 Approve the minutes of the September 25, 2018 Regular Executive Board Open Session Meeting.

**Act # 18-21** Motion by Mr. McKendrick, seconded by Mr. Delvasto **Vote to Approve 5-0**  
Representative Cifone A Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris Y

## 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** No report.

**Citrus:** Absent.

**Claremont:** Mr. Delvasto reported that Claremont submitted their iTRAIN application.

**Duarte:** No report.

**Glendora:** No report.

**Monrovia:** No report.

- 3.2 Program Director report.

Mr. Russell stated there will be no Program Director report.

- 3.3 Public comment for items not on the agenda.

No public comments were put forth at this time.

- 3.3.1 Public comments for items on the Open Session Agenda.

No public comments were put forth at this time.

## 4.0 REGIONAL DIRECTOR PRESENTATION OF NEW DELIVERABLE DUE DATES

Mr. Russell stated that the Q4 expense report has already been completed. He stated that the Program Year Budget and Work Plan is due in NOVA for review, and has to be certified by November 30<sup>th</sup>. He reminded all representatives whose schools are WIOA Title II, that there are 2 things due by October 31<sup>st</sup>—student data (not TopsPro, but the DIR to submit to the state), and the professional development plan. Mrs. McNary reminded Mr. Russell that the WIOA Q1 budget expense report is also due by October 31<sup>st</sup>. Mr. Russell reminded Mr. Fertig to notify David Conway about this deadline.

Mr. Russell stated that the accounting and data report was originally due on December 31<sup>st</sup>. The due date has been pushed back to June 30<sup>th</sup>. Therefore, any remaining funds must be expended by the end of the school year.

**5.0 BOARD APPROVAL OF REVISED CALENDAR OF MEETINGS FOR 2018-19**

**Act # 18-22** Motion by Mr. Letourneau, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Cifone A Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris Y

Mr. Russell went over the calendar date changes for November and December. The next meeting will be Tuesday November 27<sup>th</sup>, and the purpose will be for the ratification of the budget and 2018-19 Q1 expenditures. Mr. Russell stated that there is a board meeting scheduled for December 11<sup>th</sup>. He asked the board, if they were open to changing that date to Friday, December 14<sup>th</sup>, during the professional development conference, and the board agreed to this change. Last, Mr. Russell stated that he added a meeting date in February.

**6.0 DUARTE PRESENTATION OF PLAN TO SPEND 2017-18 CARRYOVER AND 2018-19 AEP FUNDS**

Mr. Morris presented to the board a plan to spend 2017-18 carryover and 2018-19 funds as Duarte had fallen below the 60% expenditure mark for 2017-18. The board previously voiced numerous questions and concerns at the board meeting where Q4 Expenditures were approved. This presentation was in response to those questions and concerns.

Mr. Morris presented Duarte's Parent University and how the program addressed the Parent Success AEBG program area. He discussed the mission of Duarte's Parent University, what it is, and what it entails. Mr. Morris reported that Duarte would purchase TOPSpro Enterprise and that first classes were structured to build in time for the initial assessment.

Mr. Morris proposed that Duarte subcontract with Monrovia, and utilize Mr. Mark Tremper as their TOPSpro coordinator. He advised that Taiwan Alvarado would administer the assessments. Mr. Morris went over the 2018-19 AEP Expenditures and the Revised Proposal, and stated that Duarte's funds in surplus of the plan's needs would be returned to the consortium for re-allocation. Mr. Russell reminded Mr. Morris that he will have to put into NOVA "corrective action." The pre- and post- tests may alleviate the state's concerns. Mr. Delvasto thanked Mr. Morris for presenting a solid plan and taking corrective action.

Mr. Russell said to Mr. Letourneau that he will need to do the same plan for Glendora's Mommy and Me classes. He will need to get Olga involved, and get pre- and post- tests on these students being served in the program. Mr. Russell said that parent scores will most likely improve due to the students being in an academic setting. Also, Mr. Russell reiterated that the program needs to produce demographic data for the state.

**7.0 BOARD APPROVAL TO SUBCONTRACT DUARTE AEP FUNDS AND REVISE CFAD, IF NECESSARY**

**Act # 18-23** Motion by Mr. Delvasto, seconded by Mr. McKendrick **Vote to Approve 5-0**

Representative Cifone A Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris Y

Mr. Russell stated there was no paperwork on this agenda item. He discussed that Duarte offered \$5,710 (from allocations) *back* to the consortium. The subcontract would also be a part of that (\$6,023). David Conway has set aside a monthly disbursement amount. Mr. Russell stated that he thinks the board needs something that will clearly delineate what is being pulled versus what is not. Mr. Russell asked the board if they would agree to approval via email, pending the

document Mr. Russell will produce. The board agreed to table the vote for this at this time. Mr. Russell also stated that there is still no check; 1/3 of the year has not been released yet.

*(Attached to these minutes is the revised CFAD submitted to the state and which representatives are approving.)*

#### **8.0 8.0 BOARD APPROVAL OF 2018-19 FISCAL REPORTING AGREEMENT**

\*No vote.

The motion was tabled due to a rep not being present.

Mr. Russell wanted to make the board aware of this fiscal agreement. The agreement was ratified, and the board has been operating under the agreement as if it has been approved. Mr. Russell reminded reps that the Agreement needs to be approved by each member's board. All reps stated they were still waiting for feedback from their business services people.

#### **9.0 9.0 REGIONAL DIRECTOR REPORT ON NEW CHANGES IN NOVA REPORTING**

Mr. Russell proposed that for Q1, Q2, and Q3, the board only submit 015s, and for Q4 submit 019s. The state said this is very good practice, and very transparent. Mr. Russell stated he would send out a document showing the revenue resources and expenditures by each program. Mr. Russell reminded the board that realistically everything should be submitted into NOVA by November 15<sup>th</sup>.

#### **10.0 REGIONAL DIRECTOR REPORT ON BUDGET CHANGES THAT NOVA UPDATES ARE REQUIRING**

Mr. Russell stated that the board needs to show how it is spending/budgeting money by program, and by funding source. The November 27 board meeting would be to approve budgets.

#### **11.0 REGIONAL DIRECTOR REPORT ON AEP DATA TRAINING**

Mr. Russell stated that he, Ms. Valdez, and Mr. Tremper attended this training and a lot of it was geared towards colleges, as well as barriers to employment. Citrus does not have to be in TOPSpro because they are not WIOA. Citrus MIS data shows up in LaunchBoard.

#### **12.0 REGIONAL DIRECTOR REPORT ON 3 YEAR PLANNING**

Mr. Russell and Mrs. McNary attended the Cal-PASS training. He reported that he already accesses for the 3 year plan most of the data that was outlined in the meeting. The morning portion was all about ACS (American Community Survey). Mr. Russell introduced and discussed LaunchBoard. Mrs. McNary mentioned that our percentages were higher than the state's. Mr. Russell stated the 17/18 data will be in by January 15<sup>th</sup>. He mentioned that everyone will need to get a LaunchBoard log in and he would help with that.

#### **13.0 DRAFT AGENDA FOR CCAEC "MOVING THE NEEDLE" CONFERENCE TO BE HELD ON 12/14/2018**

Mr. Russell stated that he asked Neil Kelly to be a keynote speaker at the conference. He discussed the timeline of the conference, including the board meeting. Amy Collier will be there to discuss lesson plan design. Other programs will be discussed such as Aztec, Odysseyware, NearPod, ThoughtExchange, etc. Mr. Russell also suggested discussing 3 year planning in one of the break-out sessions.

**14.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING at 3:40 pm**